

FREQUENTLY ASKED QUESTIONS COUNTY SURPLUS VIEWER

NOTE: Be sure to carefully read the County Owned Surplus Real Estate handout, policies and procedures of the surplus sale are very important!

What will the surplus viewer show me? The surplus viewer will show you properties that are in the county surplus real estate inventory; as well as properties available in the upcoming sale as it becomes available.

How can I tell which properties on the map are county owned surplus? They will be outlined in red.

What are the round green numbers? These numbers indicate the number of parcels you will see if you “zoom into” that area, i.e. if there is a 3 in a green circle, there are 3 parcels in that area which you will need to zoom in to see.

Can I view a specific area? Yes, there are several ways to view a specific area; zip code, neighborhood, cross streets, township, etc. You can even draw an area to view. The area chosen will be outlined in blue.

What information about the property will be shown? When you click on a red-outlined property it will show the parcel number, property location, legal description, lot/structure and auction date if it is in an upcoming auction.

What is Lot/Structure? If this field shows lot, the parcel is a vacant lot only.

Can I print from the viewer? Yes, once you choose an area of interest, you can click on the report icon (upper-right hand corner of the list) and those properties will print out in excel or .pdf format.

Can I request properties be added to the next sale? Yes, click on the parcel, then click on the “Request” button; which is on the bottom right-hand side below the parcel information. Complete the form and click “Submit”.

Can I buy or bid on properties through the viewer? No, properties are only sold through auction, to abutting owners, or to non-profit organizations through the appropriate process.

What is the surplus properties report? Once you have chosen an area, you can print the surplus properties report, which will give you the parcels in the area in an excel file and you can manipulate it from there.

What is a combination or combo? Two parcels, which are adjacent to each other, which will be combined into one with only one deed being issued.

What is a package? A package is several parcels which are near each other, and individual deeds will be issued for each parcel.